

## Passport Regulation, 2020 (2077)

The Government of Nepal has, in exercise of the power conferred by Section 33 of the Passport Act, 2019, framed the following Rules.

1. **Short Title and Commencement:** (1) These Rules may be called as “Passport Regulation, 2020 (2077).

(2) This Regulation shall commence immediately.

2. **Definition:** Unless the subject or context otherwise, in this Regulation, -

(a) “Act” means Passport Act, 2019 (2076).

(b) “District Administration Office” means District Administration Office as referred to in prevailing laws and the term also includes the Area Administration Office subordinate to District Administration Office.

(c) “Family” means a husband, wife, son, daughter, father, mother, father-in-law, mother- in -law living with the person acquiring a passport or having responsibility of their subsistence by him or her.

(d) “Director General” means the director General of the Department.

(e) “Special Business” means the special business as prescribed by the Council of Ministers, Government of Nepal.

(f) “Government Business” means a meeting, conference, symposium, seminar, workshop or similar kind of programme organized by foreign government, international organization to be participated by the officials or employees of any government bodies of the Government of Nepal, Provincial Governments or Local Levels and also includes study, study visit or training to be participated by the official or employee of the government bodies.

3. **Function of Department:** The Department shall, in addition to the functions referred to in the Act; have the following functions: -

- (a) To conduct managerial function like printing and supply of documents blank, personalization, quality check, data management, secured storage of record books of Passports, Travel Document, seamans passport,
- (b) To regularly review safety feature or symbol kept in Nepali Passport and Travel Document on the basis of instrument 9303 of International Civil Aviation Organization (ICAO) and its relevant annex and to keep it updated upon approval of the Government of Nepal,
- (c) To conduct managerial function like collection of personal details including biometric required for the issuance of the passport, its processing, quality check and secured storage,
- (d) To keep the record of Passports and Travel Documents issued by the department safely,
- (e) To update the details of the lost passports through the Interpol Section of Nepal Police and to make its entry in database of the Interpol,
- (f) To conduct other functions as prescribed by the Government of Nepal.

4. **To Submit an Application for Ordinary Passport:** (1) A Nepali citizen willing to acquire an Ordinary Passport shall submit two copies of application pursuant to the format as referred to in Schedule-2 in a body as referred to in Schedule-1.

(2) The following documents shall be enclosed in the application submission pursuant to sub-rule (1): -

- (a) original citizenship certificate and its copy or original national identity card or its copy, if national identity card is obtained,
- (b) in a case of a minor, original minor identity card and its copy,

- (c) letter of certification by the body issuing the citizenship certificate or minor identity card,

provided that no such a formal letter of certification shall be required after commencement of national identity card and passport system being associated with the national identity card system,

- (d) where a passport has been acquired earlier, such a passport and a copy of its photo page,
- (e) in case of an applicant having recommendation for the passport from the District Administration Office other than the district having received the citizenship certificate, original of marriage registration certificate or migration certificate,
- (f) marriage registration certificate and original citizenship certificate of husband and its copy, if the married woman wishes to acquire passport including the surname of her husband too,
- (g) four copies of photos as referred to in Schedule-3,
- (h) bank voucher or cash receipt of fees paid as referred to in Schedule-4.

(3) Where any person is to acquire a passport in accordance with the academic qualification certificate having some general spelling or numerical variation in name, surname or date of birth as mentioned in the academic qualification as that of the name, surname or date of birth mentioned in the citizenship certificate, the academic qualification certificate of school leaving or equivalent or of higher level than those of and copies thereof shall also be submitted with the application.

(4) Where the date of birth of any person mentioned in the citizenship certificate is varied to the name, surname and date of birth maintained at the discharge certificate of British, Indian army or Singapore Police and it is necessary to acquire passport in accordance with the discharge certificate, the discharge certificate of British, Indian army

or Singapore Police and the letter of certification that both the name, surname and date of birth belongs to same person issued by the concerned district Administration Office shall also be submitted with the application.

5. **To Submit an Application for Ordinary Passport for Minor:** In case of a minor who has not attained sixteen years wishes to acquire an Ordinary Passport, his or her father, mother, guardian or curator shall submit an application in a format as referred to in Schedule-2 in a body as referred to in Schedule-1 enclosing the following documents: -

- (a) original of citizenship certificate of the applicant and its copy,
- (b) original of Minor identity card and its copy,
- (c) evidence disclosing guardianship or curatorship,
- (d) four copies of photos of a minor as referred to in Schedule-3,
- (e) evidence of bank voucher or cash receipt of fees paid as referred to in Schedule-4.

6. **To Issue Ordinary Passport:** (1) The Department shall issue an Ordinary passport to the Nepali citizen upon investigation of the application received for the ordinary passport pursuant to Rule 4 or 5.

(2) Upon the investigation conducted pursuant to sub-rule (1), if the Ordinary Passport is not possible to issue by the reason of non compliance with the requirements or non-submission of necessary documents, the Department shall indicate the details in the application and inform the applicant of the same. If the Ordinary Passport is not possible to issue as such, the fee deposited along with the application shall not be refunded.

(3) The concerned person shall have to collect the Ordinary Passport from the Department within one year from the date of its issuance. If it is not collected within one year, the Department shall cancel such an Ordinary Passport.

(4) The fee for the Ordinary Passport shall be charged as referred to in Schedule-4.

(5) The Department shall, generally, issue the Ordinary Passport within seven days of the receipt of the application.

(6) Notwithstanding anything contained in sub-rule (5), if any person willing to issue the Passport earlier than the seven days submits the application enclosing the fee as referred to in Schedule-4, the Department shall issue the Passport within the following period: -

- (a) speedy if any, in three days,
- (b) expedited if any, in two days,
- (c) urgent if any, in one day.

7. **Distribution of Ordinary Passport:** (1) The Ordinary Passport issued pursuant to Rule 6 shall be distributed by the same body where the application was submitted.

(2) If the applicant submitting the application for the Ordinary Passport through the Nepali Mission abroad if desires to collect the Ordinary Passport from the Department, the Department may distribute the Ordinary Passport to such an applicant upon submitting the application in the Department specifying the reason thereto along with the following documents: -

- (a) recommendation of the concerned mission,
- (b) original of citizenship certificate,
- (c) receipt of fees paid to mission,
- (d) original of national identity card, if acquired.

8. **Ordinary Passport may be issued in the name of Minor:** Even though an application to issue an Ordinary Passport in the name of the minor is not submitted, the Department may, in addition to clause (a) of sub-section (2) of Section 10 of the Act, issue the Ordinary passport in the name of the minor in the following conditions: -

- (a) In case of an orphan minor suffering from chronic disease and being not possible for treatment in the country, and any foreign organization or person requests along with commitment letter to return the person to Nepal after free treatment and also a recommendation of the concerned Nepali mission,

- (b) In case of any organization established under prevailing laws for the welfare and protection of orphan minor requests along with the recommendation of the Ministry of Women, Children and Senior Citizens and the commitment letter to return such a minor back in Nepal after his or her participation in a programme to be organized in a foreign country for his or her physical, mental, intellectual, academic, characteristics or moral development,
- (c) If any organization registered under prevailing laws related to education and sports requests along with the recommendation of the concerned Ministry of the Government of Nepal and the commitment letter to return the minor back in Nepal after his or her participation in an intellectual, academic, training, sports or any other competition or educational tour to be organized in a foreign country,
- (d) If a request is made along with the recommendation of the concerned Local Level as the father, mother, guardian or curator of such a minor is residing abroad.

9. **To Submit an Application for Diplomatic or Official Passport:** (1) A person to be issued the Diplomatic or Official Passport in accordance with the Act and this Regulation shall submit two copies of application in a format as referred to in Schedule 2 in a body as referred to in Schedule -1.

(2) While submitting application pursuant to sub-rue (1), the following documents shall be enclosed with: -

- (a) original citizenship certificate and its copy or original national identity card or its copy, if national identity card is obtained,
- (b) one copy of photo as referred to in Schedule-3,
- (c) a letter of recommendation by the concerned body to issue the Diplomatic or Official Passport,
- (d) certified copy of a letter of nomination from the concerned body,

- (e) original Passport and its copy, if a Diplomatic or Official Passport has been received earlier.

10. **To Issue Diplomatic Passport:** The Department shall issue Diplomatic Passport to the following officials travelling on foreign visit for government business or special business:-

- (a) President,
- (b) Vice-President,
- (c) Prime Minister,
- (d) Chief Justice,
- (e) Speaker of House of Representative, Chairperson of the National Assembly,
- (f) Deputy Prime Minister,
- (g) Minister of Government of Nepal, Chief Minister of Provinces, Chief of Province, Leader of Opposition at House of Representative, Deputy Speaker of House of Representative, Vice-Chairperson of National Assembly,
- (h) State Minister of Government of Nepal, Vice-Chair of National Planning Commission, Judge of Supreme Court, Chief of Constitutional Bodies, Members of Judicial Council, Attorney General, Leader of Opposition at National Assembly, Speaker of Provincial Assembly,
- (i) Assistant Minister of Government of Nepal, Member of House of Representatives, Member of National Assembly, Chief Judge of High Court, Ministers of Provincial Government, Deputy Speaker of Provincial Assembly, State Minister of Provincial Government, Chief of Kathmandu Metropolitan city, Chief Secretary of Government of Nepal, Chief of Army Staffs,

- (j) Assistant Minister of provincial Government, Members of Provincial Assembly, Chiefs of Metropolitan cities other than Kathmandu Metropolitan city, Chief of District Coordination Committee,
- (k) Members and Commissioners of Constitutional Bodies, Member of National Planning Commission, Secretary General of Federal Parliament, Chief Registrar of Supreme Court, Governor of Nepal Rasta Bank, Chancellor of Academy, Vice- chancellor of University,
- (l) Secretary and Officer of Special Class of Government of Nepal, Nepali Ambassador, Permanent Representative, Lieutenant General, Inspector General of Police, Inspector General of Armed Police, Chief Investigation Director of National Investigation Department, Vice-Chancellor of Academy, Chief of Sub-metropolitan city, Deputy- Chief of Kathmandu Metropolitan city,
- (m) Judge of High Court, Chief Attorney,
- (n) Chairperson of Provincial Public Service Commission, Chairperson of Provincial Judicial Service Commission,
- (o) Chief, Chairperson or official appointed in Commission of permanent nature, institution on full time equivalent to official of special class or above of Government of Nepal, Chairperson of University Grant Commission,
- (p) Secretary General of the South Asian Regional Cooperation Organization (SAARC) and Secretary General of Bay of Bengal Initiative for Multi-Sectoral Technical and Economic Cooperation (BIMSTEC), appointed on behalf of Nepal,
- (q) Consulate General, Gazetted officer employee working in Ministry of Foreign Affairs and Department or Office subordinate to it,



- (r) Member involved in Visiting Group of State, official or unofficial foreign visit of the President and official or unofficial visits of Vice-President and Prime Minister,
- (s) Member of delegation to be participated on behalf of Nepal or the Government of Nepal in a Head of the State level or Head of the Government level in General Assembly or other summit, meeting or ceremony of the United Nations and other international, regional and sub-regional organization to which Nepal is a party or a member, pursuant to the decision of the Government of Nepal,
- (t) Employee of the Government of Nepal appointed in the Mission,
- (u) Family member accompanied to the Ambassador, Permanent Representative, officials pursuant to clause (p) and employees pursuant to clause (t),
- (v) Person appointed in the special Mission representing Government of Nepal.

11. **Application may be Submitted through Online:** (1) The Department may arrange for the completion of form for passport and submission of the form and copies of documents through online.

(2) The Department may, upon arrangement made by it for online completion of form and submission of form and documents pursuant to sub-rule (1), arrange for documents to be uploaded by the electronic means.

(3) Other provisions for time, mode for submission of document and online application pursuant to sub-rule (2) shall be as determined by the Department.

12. **Diplomatic Passport may be Issued:** (1) Notwithstanding anything contained in Rule 10, the Department may issue Diplomatic Passport to the following persons on the demand of such a person for Diplomatic Passport to have a foreign visit for government business or

special business along with the recommendation of the concerned Ministry, Constitutional Body or Secretariat:-

- (a) Former President, Former Vice-President, Former Prime Minister, Former Chairperson of Council of Ministers,
- (b) Former Chief Justice, Chairperson of Constituent Assembly, Former Speaker of Legislature-Parliament,
- (c) Former Minister of Foreign Affairs.

(2) The Department may, in case the spouse to the person holding Diplomatic Passport pursuant to sub-rule (1) has to participate in the same programme and the Ministry, Constitutional Body or Secretariat recommends to issue a Diplomatic Passport, issue a Diplomatic Passport to such a spouse.

(3) The Department may, in case the spouse to the official entitled to the Diplomatic Passport under Rule 10 is invited to participate in the programme where the person holding the Diplomatic Passport has to participate and the Ministry, Constitutional Body or Secretariat recommends specifying therefor, issue a Diplomatic Passport to such a spouse.

(4) The Department may issue Diplomatic Passport to a Nepali citizen and his or her spouse who is working as Assistant Secretary General or equivalent or above that office in the United Nations or its Specialized Agencies, Asian Development Bank and also in other intergovernmental organizations to which Nepal is a member.

(5) Notwithstanding anything contained elsewhere in this Regulation, the Department may issue Diplomatic Passport in the name of a person or official upon the decision of the Council of Ministers, Government of Nepal as to issue the Diplomatic Passport to any person or official on the basis of importance of programme, relevancy of participation of that person in that programme, role that could be played by that person for the interest of the country and his or her contribution in national life.

(6) The Department may issue Diplomatic Passport to the concerned person and his or her family members of the person who is assigned in foreign country holding Diplomatic Passport under this Regulation having extended maximum of six months of additional period of his or her retirement, if his or her term is being expired at the time of assignment.

13. **To Issue Official Passport:** The Department shall issue Official Passport to the following officials and employees going on foreign visit for governmental business upon nomination from the Government of Nepal, Provincial Government, or any government body:-

- (a) Mayor, Member of Provincial Public Service Commission, Member of Provincial Judicial service Commission, Member of Provincial Planning Commission,
- (b) Deputy- Mayor of Metropolitan city other than Kathmandu Metropolitan city, Deputy-chief of District Coordination Committee, Chairperson of Rural Municipality, Deputy- Mayor of Sub-Metropolitan city, Deputy- Mayor of Municipality, Joint Secretary and Gazetted First Class or equivalent officer of Government of Nepal, District Judge,
- (c) Officer level employee of Civil Service other than officials those entitled to Diplomatic Passport, Nepal Health Service, Parliament Service, Nepal Army, Nepal Police, Armed Police Force, Nepal, Nepal Special Service, Provincial Government and Local Level, Vice-chairperson of Rural Municipality,
- (d) Deputy Governor of Nepal Rastra Bank,
- (e) Officials of Commission, Committee and Board formed under prevailing law,
- (f) Other employee of government body going to foreign country on study on scholarship or study visit or training as nominated by the Government of Nepal,

- (g) Employee of Nepal Army, Nepal Police and Armed Police Force, Nepal assigned in Peace Keeping Mission of the United Nations.

(2) The Department shall issue Official Passport to the concerned person assigned in foreign country on his or her appointment holding Official Passport pursuant to sub-rule (1) having maximum of six months of additional period if his or her term is being expired at the time of assignment.

14. **Official Passport may be Issued:** Notwithstanding anything contained elsewhere in this Regulation, the Department may issue Official Passport in the name of a person or official upon the decision of the Minister for Foreign Affairs as to issue the Official Passport to any person or official on the basis of importance of programme, relevancy of participation of that person in that programmer, role that could be played by that person for the interest of the country and his or her contribution in national life.

15. **Service Passport:** (1) The private assistant and classless employee to be accompanied with the Ambassador, Permanent Representative, Special Representative, Economic Counselor or Gazetted level employee appointed in Nepali Mission abroad shall submit an application for Service Passport in a format referred to in Schedule-2 along with the recommendation of the Ministry and commitment letter of the employee with whom he or she will be accompanied, stating that he or she will be returned back with him or her after expiration of his or her term therein.

(2) The Department may issue Service Passport upon inquiry of the application received pursuant to sub-rule (1).

(3) The Service Passport to be issued pursuant to sub-rule (2) shall be returned to the Department within fifteen days of returning of the official or employee, taking the Service Passport holder with him or her, in Nepal after completion of his or her term abroad.

(4) The Department shall cancel the Passport received in the Department pursuant to sub-rule (3) after maintaining its record.

(5) The Department may issue Service Passport to Nepali citizen working in the Mission as local employee upon recommendation of the Ministry.

(6) Whereas the Service Passport holder person is separated from the from the service at the Mission, the concerned Mission shall take back and cancel his or her Service Passport and such information shall be given to the Department, Ministry of Foreign Affairs of the authorized and co- authorized countries and Foreign Missions.

(7) The Department shall cancel the Service Passport and maintain its record after receiving information of cancellation of the Service Passport pursuant to sub-rule (6).

16. **New Passport may be Issued:** (1) In addition to the provisions referred to in Section 14 to the Act, a new Passport may, even if the validity of the Passport remains one year or more of the Passport issued in the name of the passport holder, be issued in the following conditions:-

- (a) if the application is submitted specifying the reason for lost of a Passport,
- (b) if the application is submitted specifying the reason for change of facial figure as different from the photo posted in the passport due to any accident, treatment or other reason thereto,
- (c) if the application is submitted specifying the reason and along with evidence for changing the name, surname and address of the closest person mentioned in the passport of the bearer,

(2) In case a person's name, surname, date of birth or permanent address have been recorded in the foreign country by the reason of issuance of the passport, a new passport on the basis of the same record may be issued to such a person even though some certain spelling or numerical error in his or her name, surname, date of birth or permanent address in the application submitted for a new Passport.

(3) Except in the condition of clause (d) of Section 14 of the Act, the fee as referred to in Schedule-4 shall be applicable for the issuance of a new Passport pursuant to sub-rule (1).

Provided that the Department shall issue a new Passport without fee if any person requests for a new Passport as a result of not being able to use the issued Passport because of the minor error made by the Department, Mission or District Administration Office, as the case may be.

17. **Term of Validity of Passport:** Except in the case where separate provision for the term of validity of Passport has been made in this Regulation, the following Passports shall be issued to having the terms of validity till the following periods: -

(a) Ordinary Passport for ten years,

Provided that the Passport issued to the minor of age below than ten years shall be valid for five years only from the date of issuance.

(b) In case of an Official Passport, maximum of ten years in consideration of the age, service period and the also term of the post of the person to be issued with the Official Passport,

(c) In case of a Diplomatic Passport, maximum of ten years in consideration of the age and also term of the post of the person to be issued with the Diplomatic Passport,

Provided that the Passports to be issued in the name of the persons to be included in the visiting group pursuant to clauses (r) and (s) of Rule 10 shall be valid for maximum period of one year.

(d) In case of a Diplomatic Passport, maximum of five years in consideration of the age and also term of the post of the person to be issued with the Diplomatic Passport pursuant to Rule 12,

(e) Service Passport for maximum of five years.

18. **Passport to be Returned:** (1) In case any person holding the Diplomatic or Official Passport pursuant to Rules 10,12,13 and 14 and who is holding government position is detached from his or her post by any reason whatsoever, he or she shall have to return back the Diplomatic or Official Passport issued in his or her name and in the name of his or her family member to the Department within a month of his or her detachment from the post or returning back to Nepal, if he or she is still in the foreign country.

(2) Members included in the visiting group of the visit of the President, Vice-President or Prime Minister pursuant to clause (r) of Rule 10 and members of the delegation of the visiting group pursuant to clause (s) shall have to return the Diplomatic Passport issued in his or her name to the Department within a month of completion of such visit.

(3) The Department shall, after the return of the Passports pursuant to sub-rule (1) or (2) and after the expiry of the validity period of the Diplomatic or Official Passport that are not returned pursuant to sub-rule (1) or (2), cancel such Passports and maintain a record thereto.

19. **Provisional Passport:** (1) Any person willing to acquire a Provisional Passport pursuant to Section 19 of the Act shall submit an application to the concerned Mission along with a fee as referred to in Schedule- 4 and documents as referred to in Rule 4.

(2) The Mission may, upon inquiry pursuant to sub-Rule (1), issue to the person a Provisional Passport that remains valid for maximum period of nine months.

(3) The Mission shall cancel the Provisional Passport issued pursuant to sub-Rule (2) at the time of issuance of the new passport.

20. **Use of Passport:** (1) The Passport holder shall have to use the Diplomatic, Official or Service Passport for that purpose as it has been issued.

(2) The official visiting foreign country in the course of government business or special business shall have to use the Passport to be issued in accordance with his or her position.

21. **Travel Document:** (1) The Department may issue Travel Document in the following conditions: -

- (a) If any Nepali citizen staying in the foreign country submits an application to the Mission of the concerned country with an evidence specifying the reason that he or she is not being able to return to Nepal due to lost or destruction of the Passport and there is lack of time for acquiring the Passport,
- (b) In case there is no Nepali Mission in the country where the Passport holder is staying, any member of his or her family submits an application to the Department along with recommendation from the concerned Rural Municipality or Municipality and District Administration Office,
- (c) If a refugee staying in Nepal, submits an application to the Department for foreign visit along with the commendation from the Ministry of Home Affairs after getting approval from the Government of Nepal,
- (d) If a refugee or any Nepali holding the Travel Document obtained from the Department has been in foreign visit, submits an application along with the recommendation of the Ministry of Home Affairs to the Mission in concerned country and to the nearest Mission if no Mission is in such a country for acquiring a new Travel Document by the reason of expiration of term of the Travel Document issued,
- (e) If the citizen of a foreign country having no Mission in Nepal or there is no service of issuing Passport or Travel Document even though having a Mission in Nepal, submits an application to the Department specifying the reason that due to lost or destruction of his or her Passport, he or she is being unable to return back to his or her country along with the Police Report of such and other necessary evidence,
- (f) If the citizen of a foreign country having no Mission in Nepal or there is no provision for issuing Passport or Travel Document even though having



Mission in Nepal, submits an application to the Department who has adopted Nepali child as adopted son or adopted daughter along with the recommendation of the Ministry of Women, Children and Senior Citizens,

- (g) For travelling to the father's country of residence for a son or daughter born from Nepali mother and foreigner father, where such a Nepali mother in case of a minor, and son or daughter himself or herself who has attained the age of majority, submits an application to the Department along with the recommendation of the Ministry of Home Affairs.

(2) The application for Travel Document shall be submitted in a format as referred to in Schedule -2 along with the fee as referred to in Schedule- 4.

(3) Upon submission of the application to the Mission pursuant to sub-rule (1), the Mission shall make an inquiry of the application and enclosed documents, and if they found to meet the necessary requirements, send to the Department.

(4) The Department shall, if it deems appropriate to issue the Travel Document to the applicant upon inquiry of the application received pursuant to sub-rule (1) or (3), issue the Travel Document that remains valid for a maximum period of three years.

(5) Upon inquiry of the application pursuant to sub-rule (4), if it deems that the Travel Document cannot be issued as a result of not completion of the procedure or non-submission of the required documents, the Department shall mention the same in the application and notify as such to the applicant. The fess deposited with the application shall not be reimbursed even if the Travel Document cannot be issued as such.

22. **One-way Travel Document may be Issued:** (1) Notwithstanding anything contained elsewhere in this Regulation, the concerned Mission may issue One-way Travel Document in a format as referred to in Schedule-5 in the following conditions:

- (a) if any Nepali citizen is to be sent to Nepal upon his or her immediate rescue, who is being helpless in the foreign country as a result of lost, destruction or tearing of his or her Passport,

- (b) if any minor, born in a foreign country from Nepali father and mother and possess no Passport, is to be returned to Nepal along with his or her father or mother,
- (c) if any minor, born in a foreign country from Nepali father and foreigner mother or from Nepali mother and a father not being identified, is to be returned to Nepal along with his or her father or mother.

(2) The person willing to acquire the Travel Document pursuant to clause (a) of sub-rule (1) shall submit an application in the concerned Mission along with the evidence of being Nepali citizen and his or her Passport being lost, destroyed, or torn.

(3) The father or mother of the minor willing to acquire the Travel Document pursuant to clause (b) or (c) of sub-rule (1) shall submit an application to the concerned Mission along with the following documents: -

- (a) Originals of the Citizenship Certificate of father or mother or the National Identity card, if obtained and copies thereof,
- (b) Passport of the father or mother,
- (c) Birth Registration Certificate of a minor issued by the concerned body of the concerned country,
- (d) If mother is a foreigner, Passport issued by the concerned country in the name of the mother.

(4) The Mission may, upon inquiry of the application received pursuant to sub-rule (2) or (3), issue One-way Travel Document in a format as referred to in Schedule-5.

(5) No fee shall be applicable for the Travel Document pursuant to clause (a) of sub-rule (1), and the fee shall be applicable for the Travel Document pursuant to clause (b) or (c) of sub-rule (1) as referred to in Schedule-4.

(6) The Department shall, upon inquiry of the application pursuant to sub-rule (2) or (3), if it deems not appropriate to issue the One-way Travel Document as a result of not completion of the procedure or non- submission of the required documents specify the same in the application and notify to the applicant. The fees deposited with the application shall not be reimbursed, if the One-way Travel Document cannot be issued by such a reason.

(7) The Travel Document issued pursuant to this Rule shall remain valid for a maximum period of three months.

23. **Seamans Passport:** (1) Any person willing to obtain Seamans Passport pursuant to sub-sections (1) and (2) of Section 18 of the Act shall submit an application to the Department or Mission in a format as referred to in Schedule-2 along with the following documents and the fee as referred to in Schedule-4: -

- (a) Original Citizenship certificate or Original and a copy of National Identity Card, if obtained,
- (b) Original and a copy of Ordinary Passport having validity period remained,
- (c) Letter of a company where the applicant is working and a copy of his or her identity card,
- (d) Original and a copy of Seamans Passport, if obtained before,
- (e) Copy of the certificate of training received for the post at which the applicant is working.

(2) The Department or Mission shall issue the Seamans Passport upon inquiry of the application received pursuant to sub-rule (1)

(3) The valid period of the Seamans Passport to be issued pursuant to sub-rule (2) shall be maximum of ten years in consideration of his or her service period and age.

(4) The Mission shall forward the details of the Seamans Passports issued by the Mission pursuant to sub-rule (2) to the Department on a monthly basis.

(5) The Department or Mission shall, upon inquiry of the application pursuant to sub-rule (2), if it deems not appropriate to issue the Seamans Passport as a result of not completion of the procedure or non- submission of the required documents, specify the same in the application and notify to the applicant. The fees deposited with the application shall not be reimbursed if the Seamans Passport cannot be issued by such a reason.

24. **To Issue Passport in Special Condition:** (1) Any person willing to obtain the Passport of Special Condition pursuant to Section 20 of the Act shall submit an application to the concerned Mission along with the fee as referred to in Schedule-4 and the following documents: -

- (a) Copy of a Minor Identity Card or Birth Registration Certificate
- (b) Copy of a Passport, if obtained before,
- (c) A copy of Passport of father, mother, guardian or curator of the applicant,
- (d) A copy of Citizen Certificate of father, mother, guardian or curator of the applicant and a copy of National Identity Card of father, mother, guardian or curator of the applicant, if obtained,
- (e) Documents reflecting non-acquisition of citizenship of foreign country and not filing any application thereto.

(2) The Mission shall, upon inquiry of the received application pursuant to sub-rule (1), issue the Passport for a period in accordance with Section 20 of the Act.

(3) Upon inquiry of the application pursuant to sub-rule (2), if it is not appropriate to issue the Passport as a result of not completion of the procedure or non- submission of the required documents, the Mission shall specify the same in the application and notify thereof to the applicant. If the Passport cannot be issued by that reason, the fees deposited with the application shall not be reimbursed.

25. **Inquiry may be Conducted in Concerned Body:** The body issuing the Passport pursuant to the Act and this Regulation may, prior to the issuance of the Passport, write to the

concerned body to verify whether there exists a condition of Section 12 of the Act in respect to a person submitting the application and the concerned body shall send the response to the body issuing the Passport specifying the matters existed therein.

26. **If Passport is Lost:** (1) The Passport holder shall immediately inform the following bodies in case the following Passport is lost: -

- (a) The Department or Mission, if a Diplomatic Passport, Official Passport or Ordinary Passport is lost,
- (b) The Department and concerned Mission, if a Service Passport and Seamans Passport is lost.

(2) The Mission shall inform the Department if it receives the information of lost Passport pursuant to sub-rule (1).

(3) The Department shall update immediately the details of the lost Passport through the Interpol Section of Nepal Police and entry it to the database of the Interpol upon receipt of information pursuant to sub-rule (1) or (2).

(4) After providing information pursuant to sub-rule (1) to the Department, if any person is required to obtain a new Passport or Seamans Passport, the procedure to be adopted in accordance with this Regulation shall be followed.

27. **Colour, Format and Size of Passport:** (1) The colour of the outer page of the Passport to be issued pursuant to Sections 5,17, 18 and 19 of the Act shall be as follow:-

- (a) For Diplomatic Passport, Crimson Red colour,
- (b) For Official Passport, Sky blue colour,
- (c) For Service Passport, Orange colour,
- (d) For Ordinary Passport, Chocolate brown colour,
- (e) For Travel Document, Black colour
- (f) For Seamans Passport, Slate brown colour
- (g) For Provisional Passport, Chocolate brown colour.,

(2) Notwithstanding anything contained in sub-rule (1), it shall not hinder to issue and use the Passport of the colour that existed previously before the commencement of this Regulation till the introduction of use of machine-readable passport or the passport of new technology or till the introduction of the printing of new passports.

(3) The size and format of the Passport, Travel Document, Seamans Passport and Provisional Passport shall be in accordance with the prevailing standards of International Civil Aviation Organization as referred to in Schedule -6.

(4) The outer page of the Passport shall contain the details identifying the category of Passport and Coat of Arms of Nepal.

28. **To Maintain Electronic Records:** The Department shall maintain the records of Passport, Travel Document and Seamans Passport in a format as referred to in Schedule-7 and shall maintain its electronic record as well.

29. **To Dispose Documents:** (1) The Department shall, with the approval of the Director General, dispose the cancelled passport, Travel Document, Seamans Passport and application submitted therefor along with the other documents enclosed in the following period: -

(a) To prepare an annual detail of the cancelled Passports in each year, in the course of personalization or distribution or recommended for cancellation from the Court or other governmental bodies or Passport cancelled due to non- collection by the concerned person within a year from the date of issuance,

(b) Within one year from the date of return pursuant to the decision of the Department with, to prepare an annual detail of the Passports returned by the holder to the Department pursuant to Section 26 of the Act,

(c) After twelve years of the date of issuance of the Passport or Travel Document, applications including documents enclosed in the application submitted and remained in the Department.

(2) The disposal of other documents other than those referred to in sub-rule (1) shall be in accordance with the prevailing laws.

30. **Amendment in Schedule:** The Ministry may, by a notification published in the Nepal Gazette, amend the Schedules as required.

31. **Repeal and Saving:** (1) The Passport Regulation, 2010 (2067) has been repealed.

(2) The activities carried out pursuant to the Passport Regulation, 2010 (2067) shall be deemed to have been carried out pursuant to this Regulation.

Nepal Law Commission

## Schedule-1

(Related to sub-rule (1) of Rule 4, Rule 5 and sub-rule (1) of Rule 9)

### **Bodies to which Application for Passport May be submitted**

The application for the Passport shall be submitted to the following bodies: -

1. For a Diplomatic Passport, Official Passport and Service Passport to the Department or Mission,
2. For an Ordinary passport to the Department, Mission or District Administration Office of the permanent address of the applicant,
3. For an Ordinary passport, completing the following procedures in the following bodies:-
  - (a) In case of a husband or wife, to the District Administration Office, where permanent address is located or to the District Administration Office from where the citizenship has been acquired,
  - (b) In case of a person migrated from the district issuing the Citizenship Certificate to the District Administration Office of the current residence,
  - (c) In case place of birth, address and the Citizenship Certificate are from different district, to the District Administration Office of the district from where the Citizenship Certificate has been issued,
  - (d) In case of the employees and his or her family members working in the Government Office to the District Administration Office of the same district upon the recommendation of the body where he or she is working,
  - (e) In case of the teachers, employees and their family members working in the Universities or community schools to the Administration Office of the same district where he or she is working upon the recommendation of the concerned academic institution.
4. For Provisional Passport, to the Mission.



## Schedule-2

(Related to sub-rule (1) of Rule 7)

Application Form

अनुसूची - २ क (नियम ७ को उपनियम १ सँग संबन्धित )  
**Government of Nepal**  
 Ministry of Foreign Affairs, Department of Passport

**PASSPORT APPLICATION FORM**

Please fill in each box with one character and leave an empty box for space. Use only CAPITAL letters.  
 एक कोठाभित्र एक अक्षर पर्ने गरी अंग्रेजी दुलो अक्षरमा भर्नुहोला । स्पेस दिनका लागि कोठा खाली छाड्नु होला ।

**Personal Information/व्यक्तिगत विवरण**

1. Surname/धर \*

2. Given Names/नाम \*

3. Place of Birth/जन्मस्थान \*

4. Nationality/राष्ट्रियता \*

5. Date of Birth/जन्म मिति

5A. A.D.

इ.सं.

YEAR/वर्ष

MONTH/महिना

DAY/दिन

5B. B.S.

वि.सं.

YEAR/वर्ष

MONTH/महिना

DAY/दिन

6. Sex/लिंग \*

 M for Male/पुरुष  
 F for Female/महिला

7. Citizenship or Permit No./नागरिकता वा अनुमति नं \*

8. Date of Issue B.S. (YEAR/MONTH/DAY)/जारी मिति वि.सं. (वर्ष/महिना/दिन) \*

9. Place of Issue/जारी भएको स्थान \*

10. Old Passport or Travel Document No./पुरानो राहदानी वा यात्रा अनुमतिपत्र नं

10A. Date of Issue A.D./जारी भएको मिति इ.सं. 10B. Place of Issue/जारी भएको स्थान



11. Address/ठेगाना

11A. District/जिल्ला \*

11B. Municipality/VDC/न.पा./गा.वि.सं. \*

11C. Ward No. बडा नं \*

11D. Town/Village टोल/गाउँ \*

11E. House No. घर नं

12. Email/इमेल

13. Phone No./फोन नं

14. Next of Kin/जापत परेमा खबर गर्ने निकटतम व्यक्ति

14A. Fullname/नाम,धर \*

14B. Address/ठेगाना

14C. District/जिल्ला \*

14D. Municipality/VDC/न.पा./गा.वि.सं. \*

14E. Ward No. बडा नं \*

14F. Town/Village टोल/गाउँ \*

14G. House No. घर नं

15. Relationship/नाता \*

16. Phone No./फोन नं

17. Email/इमेल

Thumb Impression/औंठाको छाप \*

Right Thumb/दायाँ	Left Thumb/बायाँ

यापि उल्लेखित विवरण सही हो । प्रचलित कानून बमोजिम अपराध ठहरिने कुनै काम गरेको छैन ।  
 कानून बमोजिम राहदानी प्रयोग गर्नेछु ।

Applicant's Signature/निवेदकको सही \*

Date/मिति \*

Verifying Officer

Name &amp; Signature: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Please fill in the appropriate box with an "X" mark.

Application Source &amp; Name

 DOP

 District

 Mission

Name

Application Type

 Regular

 Emergency

 New

 Lost

 Renewal

Document Type

 Ordinary

 Diplomatic

 Official

 Travel Document

Validity

 
 Years  Months

Revenue Receipt No.

Date

YEAR MONTH DAY

### Schedule-3

(Related to clause (g) of sub-rule (2) of Rule 4, clause (d) of Rule 5 and clause (b) of sub-rule (2) of Rule 9)

**Details of the photographs to be attached for a  
Passport, Travel Document and Seamans Passport**

Photo:	Colour photo taken within last six months
Size:	45 mm x 35 mm (4.5 cm x 3.5 cm)
Background:	Plain and light colour
Pose:	Fully looking forward, seen both ears, looking on the camera, seen the whole head and some parts of shoulder, shadow not seen, no red eye, no other person together, closed mouth, not wearing bright and shining clothes
Condition of Image:	70 to 80 percent photo is covered by face
Quality:	Short focused, high quality, no wrinkled, no marks of ink or spot, printed in standard paper and high resolution
Spectacles needed to be used	Eyes to be seen clearly, this frame, without reflection and no colour glass
Head cover	Head shall be open except in condition of special religion, cultural and health related reason

#### Schedule-4

**(Related to clause (h) of sub-rule (2) of Rule 4, clause (e) of Rule 5, sub-rules (4) and (6) of Rule 6, sub-rule (3) of Rule 16, sub-rule (1) of Rule 19, sub-rule (2) of Rule 21, sub-rule (5) of Rule 22, sub-rule (1) of Rule 23 and sub-rule (1) of Rule 24)**

#### Fees

1. For Ordinary Passport:

- (a) The following fees shall be charged for the Passport to be issued within the following period pursuant to sub-rule (5) or (6) of Rule 6 upon submission of the application in the Department or District Administration Office:-
- (1) General – Five thousand rupees,
  - (2) Fast- Ten thousand rupees,
  - (3) Speedy- Twelve thousand rupees,
  - (4) Emergency- Fifteen Thousand rupees.
- (b) If an application has been submitted in the Missions situated in North and South American countries, Australia, New Zealand, Japan, South Korea and Hongkong per passport US\$ 150 (One Hundred Fifty American Dollar) or equivalent local currency.
- (c) If an application has been submitted in the missions situated in the European countries, per passport Euro 120 (One Hundred Twenty Euro) or equivalent local currency.
- (d) If an application has been submitted in the missions situated in Malaysia, Qatar, Saudi Arabia, United Arab Emirates, Bahrain, Lebanon, Iraq, Iran, Kuwait, Israel, Syria, Jordan, Oman and Yaman, per passport US\$ 50 (Fifty American Dollar) or equivalent local currency.
- (e) If an application has been submitted in the missions situated in other Asian, African and all other countries, per passport US\$ 80 (Eighty American Dollar) or equivalent currency.
- (f) In case of submitting application for the minors below ten years of age, half of the amount of fee pursuant to clause (a), (b), (c), (d) or (e).

2. For Travel Document:
  - (a) Per travel document to be issued from the Department, Four thousand rupees,
  - (b) Per travel document be issued from the missions US\$ 40 (American Dollar Forty) or equivalent local currency.
  
3. For Seamans Passport to be issued by the Department, Five thousand rupees and for Seamans Passport to be issued by the Mission, US\$ 100 (One Hundred American Dollar) or equivalent local currency.
  
4. For Provisional Passport per Provisional Passport, US\$50 (Fifty American Dollar) or equivalent local currency.
  
5. For Passport to be issued for Special Condition, fee equivalent to the fee as for Ordinary Passport in that country.

**Schedule-5**  
**(Related to sub-rule (1) and (4) of Rule 22)**  
**Format of One-way Travel Document**

**Government of Nepal**

**Embassy/Permanent Mission/Consulate General/Consulate of Nepal**

.....

TD No.:

Date:

**ONE WAY TRAVEL DOCUMENT**

The Embassy/Permanent Mission/Consulate General /Consulate of Nepal at.....requests and requires all those whom it may concern to allow Mr./Ms.....with the following description, to pass freely, without let or hindrance, and to afford him/her all necessary help and cooperation he/she may stand in need of.

This travel document is valid till.....for one way travel to Nepal and countries en route.

**Description**

Name :

Address :

Sex :

Date of Birth :

Old Passport no. :

**Photograph**

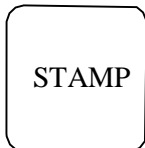


Issuing Authority:

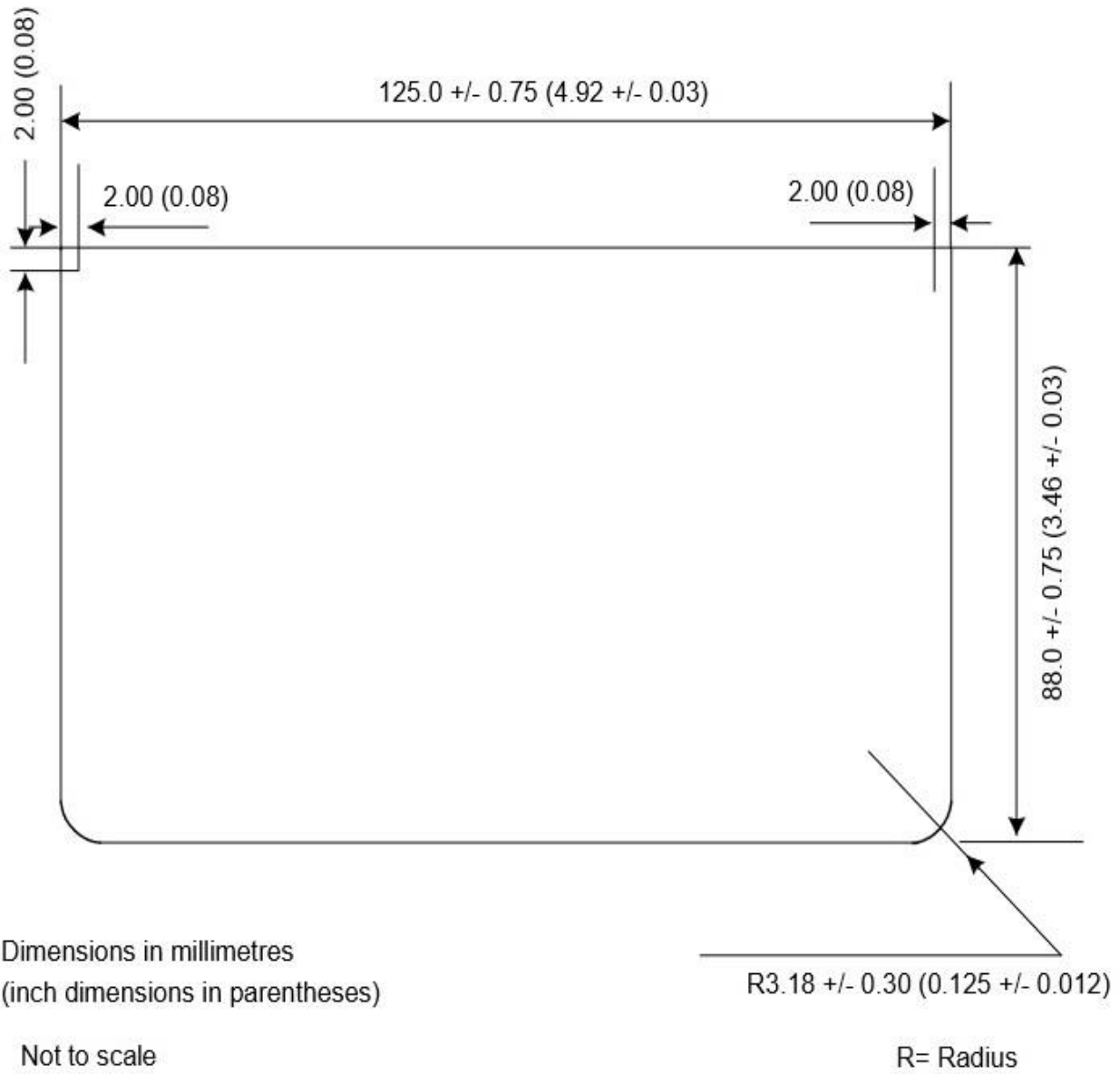
Name:

Signature:

Signature of the  
Issuing Authority



**Schedule-6**  
**(Related to sub-rule (3) of Rule 27)**  
**Format and Size of Passport**



**Schedule-7**

**(Related to Rule 28)**

**Format of Record**

Number	Issued Date	Name, Surname and Address of Holder	Citizenship Number and District of Holder	Voucher Number	Fee	Name, Surname and Address of closest person to be informed in holder	Name of issuing Authority	Remarks